

DPS-VOCA Frequently Asked Questions

This document is being published to accompany the Arizona Department of Public Safety's (DPS) federal fiscal year (FFY) 2026 Victims of Crime Act (VOCA) Victim Assistance Request for Grant Applications. Contained herein are questions frequently asked by applicants during prior solicitations as well as questions received as of the publication of this document to the Arizona System for Administering Grants Effectively (SAGE) (sage.azdps.gov).

Applicants are encouraged to review the questions and answers provided below. Questions highlighted in green indicate a change in allowable costs or activities for subawards issued for the period of October 1, 2025, through September 30, 2026.

For questions relating to program content or application criteria, contact the VOCA Program Administrator, Kate McClary, via email at KMcClary@azdps.gov or (480) 818-8908.

ELIGIBILITY AND SUBRECIPIENT REQUIREMENTS

1. Will there be a renewal process for current FFY 2025 subrecipient projects, or must all applications be submitted as new?

No, there will not be a renewal process for current FFY 2025 subrecipient projects. All current subrecipients must apply for all projects through the open and competitive process.

2. Will there be any opportunity for a best and final process with this grant application?

No. DPS do not offer a best and final process.

3. The Request for Grant Applications states that subawards ranging from approximately \$10,000-\$1,250,000 will be made. Do these amounts include match?

The range of \$10,000-\$1,250,000 includes the VOCA portion only.

4. If line items were not funded in the way applicants expected, is there an opportunity for applicants to have a discussion with DPS?

The submitted application must be complete and the budget request must be thoroughly justified. Applicants have the option to appeal funding decisions – refer to Section II. B. of the DPS-VOCA Guidelines. Post award, successful applicants may contact DPS to discuss possible modifications to either the budget or performance measures.

5. What is a subrecipient?

A subrecipient, or subgrantee, is an organization that receives VOCA pass-through funding from DPS.

6. What is the record retention period for this grant?

Approximately seven years. Record retention requirements will be detailed in the general conditions of the subgrant award agreement.

7. How often do applicants have to attend the Victims' Rights Presentations? If an applicant took the training this year, does it have to take it next year?

Governmental Organizations:

Basic Victims' Rights Presentation: all VOCA-funded and match staff, along with their first line supervisor(s), must attend the basic presentation at least once every five years.

Advanced Victims' Rights Presentation: all VOCA-funded and match staff, along with their first line supervisor(s), must attend the advanced presentation every year.

Nonprofit Organizations:

Basic Victims' Rights Presentation: all VOCA-funded and match staff, along with their first line supervisor(s), must attend the basic presentation at least once every five years.

Advanced Victims' Rights Presentation: the advanced presentation is optional but encouraged.

8. Does the Victim Compensation training have to be renewed annually?

No. In the application, applicants must provide the date the designated Victim Compensation Coordinator completed the training. DPS recommends retaking the training when significant changes have been made to the rules of the Victim Compensation Program.

9. If the designated Civil Rights Contact person took the civil rights training last year, does that individual have to take the training again this year?

Yes. Designated individuals must take the training once during the grant cycle. Training certificates reflecting a training date on or after October 1, 2025, meet the requirement.

10. With regard to reporting civil rights violations, does that include Equal Employment Opportunity Commission findings?

Yes.

11. Due to domestic violence services standards and confidentiality requirements, some victim files contain very minimal information. Does DPS-VOCA require any additional information to be contained in the victim file?

During the review of victim files, DPS will review for information such as, but not limited to, victimization type, the date of the victimization, documentation of when the agency informed the victim of the Victim Compensation Program and their Rights as a crime victim. Additionally, DPS may inquire about services provided to the victim, any specific referrals provided to the victim, etc.

12. Would utilizing interns satisfy the volunteer eligibility requirement?

Yes, utilizing interns meets the volunteer requirement; however, having volunteer board members would not satisfy the eligibility requirement.

13. If an applicant agency has a large volunteer program and the volunteers are not connected to the VOCA project, does that meet the eligibility requirements?

Yes, the volunteer requirement is for the organization, not specific projects. However, if volunteers are used as match, the volunteer hours must be project related and the volunteers must perform VOCA eligible activities.

14. Does it meet the volunteer timesheet requirement if an applicant tracks volunteer time through an automated electronic system?

Yes. The volunteers must also keep a log identifying the VOCA eligible activities performed.

15. What is meant by “record of effective services” (eligibility requirement)?

This requirement means that the applicant has been providing or has a history of providing services to victims of crime.

MATCH

16. The guidelines mention Department of Justice exceptions to using federal sources as match. What are the exceptions?

Legal Services Corporation (LSC) funds may be used as match to the extent permitted by LSC.

17. If VOCA comes from fines and fees, why can't applicants use federal sources as match?

Even though the Crime Victim Fund is comprised of fines and fees, the VOCA Rule does not permit subrecipients to use any federal funding sources as match.

18. If an applicant receives money from a state agency that gets the money from the federal government, can those funds be used as match?

No. Federal funds that are passed through a state agency would not be eligible to be used as match.

19. Can community funding or donations be used as match?

Yes.

20. Does requesting a match waiver impact the applicant's score?

No.

21. What is the difference between cash and in-kind match?

Cash match is actual cash utilized for project-related costs. Any cost that is VOCA eligible and related to a proposed project can be used as match. In-kind match is the value of goods or services received or provided at no cost, such as volunteer hours, donated space, discounts, etc.

22. Can indirect costs be used as match?

No, indirect costs cannot be used as match.

23. What resources can applicants utilize to determine fair market value?

It depends on the item. If the item is a vehicle, valuation websites such as Kelly Blue Book, or other tools may be utilized. For other items such as salary, fair labor market rates within the organization or the community must be utilized.

24. Can applicants use professional volunteers at the professional's going rate?

The fair market rate in the organization's community can be utilized to determine the in-kind value of a professional volunteer's time.

25. Are volunteers limited to the \$81.25 maximum rate (i.e. attorney)?

No, volunteers are not limited to the \$81.25/hour maximum rate.

26. Can volunteer hours be used as match even if the volunteers are not performing VOCA eligible activities?

No, in order to use volunteers as match, the volunteers must be performing VOCA eligible activities.

27. Can volunteer coordination be used as match?

Yes.

28. Can fringe benefit expenses be used as match?

Fringe benefit expenses can be used as match in full or in part based on the VOCA or match proportionate share of salary.

29. Can discounts be used as match?

Discounts can be used as match and must be accompanied by proper documentation to support the discount.

30. If a printing company typically charges \$200 for printing, but the company conducts a printing project at no charge for the applicant, can this discount be used as match?

Yes. The printing company must issue an invoice to reflect the discount. Applicants can use the discount as in-kind match.

31. To use a discount as match, do applicants have to have in writing a document that specifies the amount of the discount?

Applicants must maintain documentation for the value of the discount, such as an invoice that states the original cost, the amount of the discount, and the final amount paid.

32. Can prevention materials be used as match?

It depends. VOCA Victim Assistance funding is intended to provide direct services to assist victims of crime. Active prevention of a crime for the sole purpose of preventing victimization is an activity beyond the scope of the VOCA Victim Assistance program. Some allowable direct services also have prevention aspects. The definitions of primary, secondary, and tertiary prevention can be useful to categorize services that may be allowable.

- *Primary prevention* is intervention before a crime occurs. For example, primary prevention could be funding police officers to patrol streets to protect high violence areas. Primary prevention is not allowable.
- *Secondary prevention* is intervention early in health and other impacts from violence and injury, with the objective of preventing ongoing issues and working toward healing for survivors. For example, secondary prevention could be a hospital-based intervention program that offers trauma-informed services to victims of violence to prevent ongoing

violence with supporting survivors and communities in the aftermath of a crime. Secondary Prevention would be allowable.

- *Tertiary prevention* is working with people already impacted and effected by violence and bringing in services and healing to assist survivors. For example, tertiary prevention could be the creation of a safety plan or the provision of therapy to a survivor after a crime has been committed. Tertiary prevention would be allowable.

33. If an administrative staff position spends time doing all of the VOCA grant reporting for the agency, is that time eligible?

Costs of administrative time spent performing the following activities are eligible: completing VOCA-required time and attendance sheets and programmatic documentation, reports and statistics; collecting and maintaining crime victims' records; conducting victim satisfaction surveys and needs assessments to improve victim services delivery in the project.

34. As the Director of an organization, can my time providing direct supervision over a particular case or case staffing be used as match?

Direct supervision is eligible; however, DPS-VOCA does not typically fund Executive Director positions due to the prohibition in the DPS-VOCA Guidelines against funding the salaries and expenses of management. Applicants should only request funding for an Executive Director when providing supervision of direct service providers or direct services to victims of crime.

35. Can repair or replacement of essential items, such as replacing HVAC units, be used as match?

Yes, however, DPS will require additional information prior to approving repair or replacement of essential item costs.

36. Can an applicant change its match source mid-year?

Yes. Post award, subrecipients may submit agreement amendment request to modify match sources.

37. Can time spent providing medical services be used as match?

No.

ELIGIBLE COSTS

Legal Assistance

38. Is court accompaniment eligible when it is not for a criminal proceeding?

Court accompaniment to civil proceedings related to the victimization would be eligible.

39. Is providing victims with assistance with orders of protection an eligible service?

Yes, this is included under Legal Assistance.

40. Is providing victims assistance with a divorce eligible under Legal Assistance?

If the legal assistance is reasonably necessary as a direct result of the victimization, then it is eligible. Subrecipients should document this information in the victim file.

41. Can DPS clarify what ‘reasonably necessary’ means in order for a civil legal service to be considered eligible?

DPS has no interpretation for this federal language. When providing civil legal services, subrecipients must document why the service is reasonably necessary as a direct result of the victimization in the victim file. For examples of circumstances where civil legal services may be appropriate, see Section V. A. 6. c. of the DPS-VOCA Guidelines. If further clarification is needed, contact DPS.

42. Can applicants assist with VAWA immigration or U-Visas?

Yes.

43. Can applicants assist victims of sex trafficking who had wrongful convictions due to their victimization?

Yes. Applicants may also assist victims in getting their record expunged.

44. Are process server fees eligible?

Process server fees may be eligible during the provision of certain civil/family law services.

Public Outreach and Awareness

45. Would it be eligible as public outreach and awareness if an applicant were to go to various places and present on how to maintain a healthy relationship and/or how to identify signs of abuse?

Outreach and public awareness efforts are eligible when designed to inform crime victims of specific rights and services and to provide victims with (or refer them to) services and assistance.

46. What if an applicant conducts outreach and awareness in a school to provide information relating to victimization and no individuals come forward or identify as crime victims?

Outreach efforts may or may not result in the provision of direct services to victims; however, if identifying victims and offering services is the intent of the outreach effort, then it is eligible. Agencies performing this activity must be willing to provide services or, at a minimum, provide a proper referral to individuals that identify as victims of crime.

47. Public housing employees are likely to encounter victims of crime. Is educating public housing employees about available services and signs of victimization eligible?

If applicants are educating public housing employees about the services the organization offers, that activity would be eligible since public housing employees may encounter victims and may refer them to the applicant organization.

48. Can applicants request funding for flyers or information for community events for victims’ rights week?

Printing brochures to distribute to victims or to community members to inform individuals of the availability of services is eligible.

49. Is advertising for a community event eligible?

Yes, if the intent of the event is to identify and serve victims of crime.

Transitional Housing & Emergency Financial Assistance

- 50. Regarding apartment style transitional housing – an applicant’s interpretation of transitional housing assistance is assistance until the victim can maintain the apartment on his/her own (i.e. the apartment is not owned or leased by the agency) as compared to an apartment that remains as a transitional housing unit (i.e. the apartment is leased by the agency and is designated as the transitional housing unit). Is this correct?**

That can depend on the transitional housing strategy of the applicant agency.

- 51. Must a victim continue residing in the apartment when the transitional services are completed?**

That would depend on the circumstances of the acquiring of the apartment (e.g., if it is an apartment the agency owns or has leased, if the agency has arrangements with apartment landlords/management companies, etc.).

- 52. Transitional housing can typically be provided for up to two years. Is DPS open to rental assistance for that amount of time?**

If it is documented that it is necessary and the victim is moving toward self-sufficiency and independent living, then rental assistance for up to two years could be eligible. There is no limit placed on transitional housing by the Office for Victims of Crime. DPS will need copies of the agency’s policies and procedures, and the agency may be required to change the policies and procedures if needed.

- 53. If an applicant has a transitional housing program for domestic violence victims, are ‘move out costs’ to get victims into permanent housing eligible?**

Yes, this expense would be eligible under Relocation.

- 54. If an applicant has three transitional apartments that have been anonymously donated and has very little documentation supporting the donation, can the donation be utilized as match?**

If the applicant is utilizing the apartments to house victims the agency is serving within the victim services program, then the use of the apartments could be considered as match. However, the applicant should discuss its desire to utilize the apartments as match with the donor in an attempt to get documentation, as all match expenses must have appropriate documentation to support its value, etc.

- 55. If an applicant has its own transitional housing units and victims must pay a deposit to the applicant, can the applicant use VOCA funding to pay the deposit?**

No. In this example, the applicant cannot use VOCA funding to pay itself a deposit.

- 56. If a victim arrives at a domestic violence shelter with nothing and the agency provides clothing to the victim, are the clothing expenses eligible under emergency financial assistance?**

No, clothing expenses are eligible only when taken as evidence during a forensic medical exam.

- 57. It is currently eligible for a victim of a sexual assault, whose clothing has been taken during a forensic medical exam, to be provided with replacement clothing (e.g. sweatpants, t-shirts, etc.) purchased with VOCA funds. Will VOCA support the replacement costs of clothing for a victim when the clothing was taken as part of an investigation and evidence collection, but not for or during a forensic medical exam?**

No. The cost of replacement clothing is eligible only when the victim's original clothing was taken for evidentiary purposes during the course of a forensic medical examination (regardless of crime type).

- 58. Are emergency food and clothing provided to victims eligible as an in-kind match expense?**

Clothing expenses are eligible only after a forensic medical exam if the victim's clothing was taken for evidentiary purposes. Emergency food expenses are more difficult to determine if eligible. If agencies are providing emergency food (i.e. meals for victims while staying in an emergency hotel, or during long relocation trips) then those expenses could be used as match. Detailed documentation must be kept for these expenses if used as match. The agency must also provide its emergency financial assistance policy to DPS.

Direct Supervision

- 59. If a unit supervisor always has to be available to direct service staff beyond normal working hours, is it possible to fund that supervisor fully or partially with VOCA? How would an applicant bill for the supervision time?**

That would depend. Applicants may pay stipends to employees in addition to their base pay as compensation for being available to take calls outside of normal hours. In order to be eligible, the organization must compensate all employees, not only those funded by VOCA, or other federal grants, in the same manner.

- 60. If a supervisor is supervising a victim services unit that conducts 100% VOCA eligible activities, can the supervisor be 100% VOCA eligible?**

If the supervisor is only providing direct supervision and there is a justified reason as to why 40 hours per week is necessary, then that could be eligible.

- 61. If an employee is conducting 100% VOCA eligible activities, does the employee still have to maintain a timesheet?**

The employee must maintain a standard timesheet (name, date, time in, time out, signed by employee, signed by supervisor, etc.) but would not need to include a description of activities performed, etc. Exempt employees must also maintain timesheets as only time spent performing grant related activities may be charged to the subaward.

- 62. Is the time spent by a direct services supervisor conducting performance evaluations of direct service providers, signing time sheets and reviewing victim files eligible to be funded by VOCA and/or to be utilized as match?**

Yes, reviewing victim files, conducting performance evaluations and reviewing and signing the timesheets of direct service providers are eligible direct service supervisory activities and may

be supported with VOCA funds or utilized as match, as long as the source for the match is a non-federal fund source.

63. If an employee is 100% funded by VOCA and needs to spend time reviewing victim files to make sure documentation is correct, is that time eligible?

Yes, that time is eligible.

64. If a supervisor is supervising direct service providers who are not VOCA funded, is the supervisor's time VOCA eligible?

Supervision of direct service staff, whether the staff is VOCA funded or not, is eligible.

65. If a supervisor of direct service staff is also responsible for grant writing, is the supervisor's time spent writing grants eligible?

No. Time spent writing VOCA grants or other grants is not eligible.

Contracted Services

66. Would contracting with another agency to provide job skills training, job search, and job placement to survivors be eligible?

These services are eligible whether provided in-house or with a contractor.

67. Are retainer fees associated with a contracted attorney eligible?

No.

68. Can an attorney set a flat fee (i.e. for completing a VAWA petition) or does it the service have to be charged at an hourly rate?

Contracted services must be charged and billed at an hourly rate.

69. Would hiring a consultant to assist with recruiting volunteers into the victim service program be eligible?

Volunteer coordination, such as the time spent to recruit individuals as volunteers in the victim service program, is an eligible expense. The expense of hiring a consultant to perform this activity would need to be justified within the application.

70. If a contracted service provider has to travel an hour to get to a community to provide mental health services, can agency reimburse the contracted service provider for mileage?

Mileage to provide direct services is eligible. Whether an organization could reimburse a contractor for mileage would be dependent upon the language in the contract between the organization and the contracted service provider (e.g. if mileage is part of the contractor rate or a separate reimbursable expense, etc.).

71. Can the remaining rate over \$81.25 per hour or \$650 per day for contracted services can be utilized as match?

The US Department of Justice establishes a prior approval threshold consultant rate for consultant/contractual services. The rate is current established at \$81.25 per hour or \$650 per day. Applicant's that request VOCA funding or match for rates above the threshold will be

required, post award, to provide documentation in support of requested rate. DPS will review and approve the requested rate prior to reimbursement. Contracted services may be funded with VOCA funds and/or utilized as match if the source of the match funding is non-federal.

Travel and Transportation

72. If an employee is traveling to provide direct services, are per diem, rental cars, lodging, etc. eligible?

Transportation and related expenses to serve victims is eligible. Applicants will need to follow the travel policies and rates of the organization or the federal travel rates.

73. If a vehicle is used to provide mobile advocacy, is maintenance, repair, registration, etc. for that vehicle eligible?

Expenses for vehicle maintenance, repair, registration costs, etc. is eligible only for vehicles purchased with VOCA funds. Applicants may request reimbursement for fuel, maintenance, repairs, insurance, etc. under a mileage rate for vehicles utilized for mobile advocacy that were not purchased with VOCA funds.

74. Are transportation costs eligible if transporting a victim to only VOCA eligible services?

No, not necessarily. Transportation to job interviews, school, etc. is also eligible.

75. Are there any limitations around how organizations can transport victims?

The reimbursement of a victim's mileage is not eligible. VOCA funds can be used to reimburse subrecipient staff if using personal vehicles. VOCA funds can also be used to reimburse organizations for transportation expenses such rideshares, taxis, buses, etc.

76. If an employee drives four hours to provide a direct service and then the service takes four hours, are lodging expenses for the employee eligible?

Travel expenses, to include lodging for direct service providers, are eligible.

77. Are travel and hotel expenses when staff are traveling to attend multidisciplinary team meetings, task forces, etc. eligible?

Yes.

78. Are transportation expenses for legal assistance for civil issues related to the crime eligible?

Yes.

79. Is transportation for minors to school an eligible expense?

Yes.

80. Can applicants request a vehicle for the purposes of responding to and transporting victims for services?

Yes, VOCA funds can be utilized for the purchase of a vehicle for victim transports, mobile advocacy, outreach, etc.

Project Evaluation

81. If an organization wants to evaluate how well it is serving victims of domestic violence in its community, would that be eligible under project evaluation?

Project evaluation must be specific to the VOCA project.

82. An applicant has a quality assurance department that pulls data and analyzes and compiles it for the program reports. Is that time eligible under project evaluation?

Compiling program reports is not considered Project Evaluation. Reasonable costs associated with the evaluation of a specific VOCA-funded project in order to determine its effectiveness is eligible. When writing a request for VOCA funds project evaluation, applicants must thoroughly describe how the evaluation will be performed, what is included, and why VOCA funds should be utilized for this purpose.

83. If administrative staff is involved in some of the VOCA eligible activities, such as coordination, is that time eligible?

Yes, coordination activities are eligible.

Forensic Exams & Interviews

84. How can an applicant receive compensation for forensic interview services it provides for federal agencies, in particular, instances wherein the federal agency does not feel it is responsible for the cost(s)?

Arizona Revised Statute §13-1414 states that counties must pay for forensic medical exams and forensic interviews. The applicant should work with the federal agency and/or the county to identify possible solutions. Unfortunately, the expenses, in this example, are not eligible.

85. What types of forensic exam or interview 'enhancements' are VOCA eligible to serve crime types included in the statute (ARS §13-1414)?

New equipment, a new camera, etc. The applicant agency must justify why the county is not covering the costs for these items or other expenses.

86. Are expenses relating to forensic interview training for certified officers eligible?

No.

87. Could a county attorney's office use forensic exam/interview expenses as match?

No.

88. Are expenses relating to forensic interviewer training eligible?

No.

Other VOCA Eligible Cost Questions

89. Are non-traditional therapy methods such as equine therapy eligible?

Yes.

90. Are rent and utilities for space in which non-VOCA funded direct service providers work considered eligible?

Yes. Rent and utility expenses for space utilized in the provision of VOCA eligible direct services to crime victims is eligible.

91. Are fingerprint clearance cards and background check fees for direct service volunteers and staff eligible?

Yes.

92. Are volunteer orientation training expenses eligible?

This may depend upon the training the volunteers are receiving, and the activities conducted by the volunteers. However, expenses relating to orientation training for volunteers performing eligible activities are eligible.

93. Is staff time spent developing a website or social media account relating to direct services to victims an eligible expense?

Yes.

94. Is staff time spent updating social media regarding direct services to victims eligible?

Yes.

95. Are expenses relating to supervisors attending victim service related trainings eligible?

Yes.

96. Are expenses relating to non-VOCA funded direct service staff attending trainings considered eligible?

Yes.

97. Are interpretation services eligible?

Yes. Expenses relating to translating printed materials are also eligible.

98. Are costs relating to the coordination of community efforts regarding victim services eligible?

Yes. For example, staff serving on victim service task forces is an eligible coordination activity.

99. Are the expenses associated with a therapist's state license eligible?

No.

100. Can the entire cost of a single audit be eligible?

Only the VOCA prorated share of the federal amount of funding is eligible.

101. Do organizations requiring a single audit have to get a variety of quotes for the audit?

Organizations must abide by the Procurement Standards as outlined in 2 C.F.R. §200.318-327. For procurement transactions using federal award funds, subrecipients must maintain and use documented procedures for procurement transactions, including for acquisition of property or services.

102. How should applicants predict a repair or replacement of an essential item for the purposes of the application?

If an organization has an item that is old and requires regular repairs, the organization may want to request repair or replacement of that item, in the event, that repair or replacement is required. Obtaining cost estimates for the repair or replacement may be beneficial to justifying a request for such costs within an application.

103. The lease between the landlord and the applicant for direct service space states that the tenant/applicant must maintain, make repairs to, and/or replace the air conditioning unit. Are the costs associated with the maintenance, repairs or replacements eligible considering the organization leases the space rather than owns the property?

The maintenance, repair, or replacement of essential items, such as an air conditioning unit in a shelter, is eligible as stated in the Guidelines and in accordance with Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards §200.452 - Maintenance and repair costs. These costs are only eligible to the extent not paid through rental or other agreements, and if other sources of funding are unavailable. Typically, costs associated with the maintenance, repair, or replacement of essential items must be prorated based on the functions benefitting from this expense (e.g., the space is used for both administrative and direct service functions); therefore, the prorated share for the direct service space would be eligible.

104. Are expenses related to the purchase of medical devices (i.e. walkers, wheelchairs, etc.) that are loaned to victims eligible?

It depends. Some medical costs are eligible, however only on an emergency basis.

105. Are staff that provide mental health services required to be licensed with the State of Arizona Department of Health Services?

If organizations are providing a type of service that requires licensure, etc., the organization, staff, or contractors must be compliant with licensure requirements.

106. Are expenses associated with services provided to a victim advocate who is secondarily traumatized eligible?

It would depend upon the expense, but generally speaking, the costs to address the secondary traumatization of an advocate could be eligible.

107. Are polo shirts with agency logos on them an eligible cost?

No.

108. Are volunteer appreciation costs eligible?

No.

109. Would the applicant use a federally negotiated indirect cost rate or the 15% de minimis rate?

Applicants that have a federally negotiated indirect cost rate agreement (NICRA) must utilize the NICRA. Applicants that do not have a NICRA may utilize the 15% de minimis rate.

SAGE AND APPLICATION CRITERIA

110. Can Excel files (i.e. for organizational charts, etc.) be upload into SAGE?

Yes. SAGE will accept the following document types as uploads: doc, eps, pdf, jpg, gif, bmp, txt, avi, wmv, ppt, xls, mov, dpi, png, and mp3.

111. On the Services and Victim Population form, the last question asks to indicate the services provided by VOCA and match funds. Should this description include all of the services offered by the applicant agency?

Applicants should identify only the services to be provided by VOCA and match funds through this project.

112. If applicants want to request an update to their database for VOCA reporting and case management, should that expense request be placed under capital equipment?

It would depend on the cost. If the cost is over \$10,000, then it would go under capital equipment. If less than \$10,000, then it would go under operating expenses.

113. Do applicants have to identify the specific trainings being requested in the application?

In the justification for the training cost, applicants can either identify the specific trainings or the types/topics of trainings being requested. If awarded, training request forms (which include the training agenda) must be submitted to DPS for prior approval before expenses are incurred.

114. If changes are made to the application in SAGE, will my application reflect those changes?

If any application verbiage is changed, it will also change on applications that have already been initiated. If application verbiage does change, DPS will officially notify all applicants of the changes.

115. Should applicants prorate personnel salary expenses if requesting funding for a new position and knows it will take time (i.e. three months) to fill the position?

Applicants must use their best judgement when completing the application.

116. What is the log out time in SAGE?

SAGE will log out users after 60 minutes of inactivity. Users will receive an alert 10 minutes prior to being logged out with a countdown. SAGE will save changes before the logout is completed.

117. Does SAGE inform applicants of errors?

Yes. SAGE will display error notifications at the top of each form if there are errors on the form. The errors are tied to whether a field is completed. SAGE does not indicate whether the field was completed correctly or not.

118. If an application is canceled, will it be deleted?

No, the application will reflect a status of "Application Canceled".

119. Are the internal notes created by the applicant deleted after the application is submitted?

No.

120. Can DPS see the internal notes created by the applicant?

No. Only the individuals selected by the creator of the note may see the note.

121. If applicants check the 'address is the same as organization' checkbox on the Applicant Summary form, and then add different mail codes to each, will that work?

No, if applicants check the 'address is the same as organization' checkbox, the organization address will populate in the fields upon clicking 'Save'. If applicants then change that information and click 'save', the information will be reverted back to the organization address. However, applicants could check the 'address is the same as organization checkbox', click 'save', add the mail codes, and then uncheck all of the 'address is the same as organization' checkboxes and click 'save'.

122. Will applicants be able to have two applications for two different projects under one organization?

Yes, applicant organizations may create as many applications as necessary.

123. Can Admin Users submit the application?

Yes, Admin Users are the only system roles that can initiate and submit applications.

124. How are point values determined?

A score of 70% in any one section of the application means the applicant met the minimum requirements. Evaluators may score higher than 70% if the applicant exceeded minimum requirements. Evaluators may also score lower if minimum requirements are not met.

125. What is a passing score?

700 points or 70%.

126. When identifying services provided on the Services and Victim Population form, when should applicants mark 'emergency financial assistance'?

Applicants should mark this service only if VOCA funds are being requested in support of emergency financial assistance line items and/or utilized as match.

127. If an organization serves 50% Domestic Violence victims and 50% Sexual Assault victims, should the organization have outcomes related to each victimization type?

If serving both victimization types, applicants should indicate the percentages for each on the Services and Victim Population form. On the Performance Measures form, applicants will only be able to select one project focus. If the applicant is serving 50% domestic violence victims and 50% sexual assault victims, then applicants should be sure to include outcomes that address the victim types it intends to serve. Applicants may refer to the core measures for both focuses to incorporate the appropriate measures.

128. Does SAGE have a character counts or limitations for text/narrative boxes?

Yes, the character count for each textbox is listed below the textbox. It also displays how many characters have been used.

129. Can an applicant copy information from Word to SAGE?

Yes. Applicants can copy text from Word into a narrative textbox in SAGE. Be aware that formatting may change once the text is pasted into SAGE. Applicants should review the pasted information to ensure it was entered correctly.

130. How many character counts is a return?

2 characters.

131. On the Agency Information form, what is meant by ‘methods of service delivery’?

‘Methods of service delivery’ refers to how the organization delivers services to victims (e.g. hotline, mobile advocacy, community-based services, in-person services, etc.).

132. For question 6 on the Agency Information form, should the breakdown of the number of victims served by victimization type be provided for the entire agency or just for the victim services program?

Responses to question 6 on the Agency Information form should contain information for the victim service program only.

133. Can applicants provide information and referral for Victim Compensation, or do they also have to help victims apply for Victim Compensation?

On the quarterly program report, subrecipients will only report the victims assisted in completing a Victim Compensation application. Providing information and referral does satisfy the eligibility requirements. However, applicants must designate a Victim Compensation Coordinator, and that person should be able to assist a victim in applying if the situation arises.

134. If an organization serves children only, can its Victim’s Rights and Victim Compensation procedures be to provide that information to the child’s guardian ad litem?

Applicants should provide the information to the child’s guardian ad litem and, if age appropriate, directly to the child.

135. If an applicant agency operates in multiple counties but provides services to victims in only one county, what should be indicated in the Jurisdiction section of the Agency Information form?

Applicants will indicate only the counties to which it travels to in order to provide victims with appropriate services.

136. How do applicants create another row within the Input section of the Performance Measures?

Applicants may not create additional Input rows.

137. Do the required core outcomes prepopulate in SAGE?

No. Applicants must manually enter/type the required core outcomes for the selected focus and goal in the ‘Outcomes – Required’ section of the Performance Measure Detail Table.

- 138. Should an applicant that is a law enforcement agency count all victims reported in the “number of victims requesting service” Input, or should it only count the victims it initiates services with?**
In the example, law enforcement agencies should only count the victims with whom it initiates services. In this case, the number of victims requesting and number of victims receiving services will be the same.
- 139. Do applicants need to complete the Volunteer form and upload it if volunteers are not being utilized as match?**
No.
- 140. If an applicant wants to request software for the entire state that will benefit 18 entities, how does it apply match to that line item?**
Applicants do not have to match each individual line item that it requests funding for. Applicants must meet the overall match requirement for the project.
- 141. Do applicants prioritize the line items it is requesting?**
No. Only justification is required, not prioritization.
- 142. If applicants identify an Arizona Criminal Justice Commission (ACJC) funded position as match but then that position does not get funded by ACJC, can applicants change the source of the match?**
Yes.
- 143. Do applicants have to provide additional information when requesting a match waiver?**
Not at time of application. Applicants will be contacted by DPS upon award for additional information regarding the need for the match waiver.
- 144. Is it possible that some line items will be funded, and some will not be funded?**
Yes. The evaluation committee has the authority to recommend, reduce and/or remove line items during the budget recommendation process.
- 145. May applicants combine a prior year’s applications, or must they be kept separate?**
It is up to the applicant as to whether or not to combine projects or keep them separate. Applicants are encouraged to look at the application and analyze whether or not it will be able to sufficiently address and justify both projects within one application.
- 146. When will applicants know if they are to receive funding?**
Applicants may refer to the outline of the solicitation timeline in the Request for Grant Applications.
- 147. Regarding the Source of Funding form, what if applicants applied for funding but it does not know yet if it will receive it?**
The Source of Funding form should include all anticipated funding for the applicant’s Victim Services Program. Therefore, applicants will include the amount for which it applied even if it does not know whether or not it will receive the funding.

- 148. Where would an applicant list Jewish Federation funding under the Source of Funding form?**
Local Funds.
- 149. When an applicant receives an email notification from SAGE, can it reply to the email?**
No. If an applicant receives an automated email from SAGE, the email will come from SAGEdonotreply@intelligrants.com.
- 150. Can two different users log in on different computers and work on different forms of the application at the same time?**
Yes, however users should not work on the same form at the same time. This could cause irreversible errors that will result in the applicant having to create a new application and information will not be transferable.
- 151. Will SAGE tell users which sections of the application are not completed and prohibit the application from being submitted until each section is completed?**
Yes. SAGE will notify users of errors and users will not be able to submit the application until all errors have been satisfied.
- 152. If an applicant indicates it is continuing services under the Service Impact section of the Services and Victim Population form, does the application have to be exactly the same as the prior year?**
No.
- 153. What is the total point value of the application?**
1000 points.
- 154. How are the point values determined?**
The point values were developed by DPS-VOCA and are included in the RFGA.
- 155. Does the organizational chart have to be in a specific format?**
No, there is not a specific format for the organizational chart. If the applicant has an organizational chart depicting the required information already, it may upload that document.
- 156. Do applicants still need to cite its sources utilized in the Problem Statement?**
Yes.
- 157. If an applicant is a Family Advocacy Center and serves multiple crime types, which project focus does it select for the Performance Measures?**
The family advocacy center applicant would select 'other' and indicate 'Family Advocacy Center' in the description textbox.
- 158. In the Performance Measure outcomes, can applicants put 'engaging #1, knowledge #2', etc.?**
No. Applicants must type out the outcome measure(s) into the outcome textboxes.

159. How do applicants calculate the number and percentage associated with each outcome and quality measure?

A resource titled “Quarterly Program Report Key” is available under My Training Materials in SAGE. This document includes instructions for calculating outcome and quality measure data.

160. Can applicants ask for partial match waivers?

Yes.

161. When adding a user to SAGE, what date is needed as the active date?

Users do not need to put in an active date when adding additional users. The date the user was added will automatically populate.

162. If an applicant has a victim notification unit separate from its victim services unit, does it include the funding associated with the victim notification unit in the Source of Funding for the victim services application?

In this example, applicants will include all funding for the Victim Services Program in the Source of Funding form.

163. To what level should the organizational charts be completed?

The organizational chart should be completed through to the executive director/leadership level and should reflect the entire chain of command for the VOCA project. Applicants do not need to include units/positions that are not related to the VOCA project.

164. Should the organizational chart include future positions?

Yes.

165. On the Agency Information Form, question 5, if one victim was served in FFY23 and then the same victim was served in FFY24, do I count that victim in both years?

Yes, however victims should not be counted more than once in the same year.

166. Should applicants copy and paste the organization’s Victims’ Rights and Victim Compensation policies and procedures into the narrative textboxes?

No.

167. If an applicant’s victim service program’s policy is more specific than the agency’s policy, do applicants use the victim service program policy instead?

Yes.

168. Can applicants upload more than one organizational chart?

No. SAGE will only allow one upload.

169. Can the domestic violence victimization type include children as well?

Yes. If a child has witnessed domestic violence, then that child may be counted as a domestic violence victim.

170. Do applicants have to select all four Performance Measure goals?

No. Applicants may only select the goals that are most relevant to the VOCA project.

171. If an applicant intends on hiring five full time equivalent employees and expects to fill those positions with 10 part time employees, does the applicant request 5 positions or 10?

The applicant will request 10 positions.

172. Which individual(s) should be listed as the supervisor for the contractor(s)? What if the contractor is a therapist and the applicant does not have someone with the educational requirements to supervise the therapist's services? Can the supervisor be the person who is overseeing/supervising the contract?

The supervisor could either supervise the contractor's services, if applicable, or they could be the person who is making sure the contractor abides by the contract, tracks their time and services correctly, etc.

173. Where would an applicant put a capital equipment lease request in the budget?

Under Other Expenses.

174. Where would an applicant put a licensing fee for its case management system?

Under Other Expenses.

175. How should space and utilities be prorated?

Applicants may prorate rent by calculating the square footage associated with direct service space. Applicants may apply the same percentage to utilities.

176. If an applicant's federally negotiated indirect cost rate is higher than the 15% de minimis rate, which rate should the applicant use?

If an applicant has a federally negotiated indirect cost rate agreement, it must use the rate and terms specified in the agreement.

177. Can personnel and contractual service expenses be used as in-kind match?

No. If individuals are donating their time and/or services, the time and/or services associated with the donation would be classified as volunteers.